

CONFIDENTIAL

DRAFT

12/15/58 CEB 13 *to use this*

STATSPEC

Perhaps few have ever thought of it, but it is a fact that ~~most~~ *(much)* of the ~~Agency's~~ *O's* efforts eventually wind up in some form of printed material. There are the many reports produced daily; the various *manuals* publications, regulations, etc.; the ~~daily~~ *operational* publications; the thousands of photographic prints; the various types of ~~printed~~ *matter* printed material; the administrative printing required for our day to day operations; and many other types of printed ~~material~~ *organization*. Printing plays such an important role in the ~~Agency's~~ every day life that it has been referred to as the "life blood" of the Agency. Though this may be considered an exaggeration by some, it is indeed difficult to imagine doing our job without adequate printing support.

While it is true that printing plays a vital role in the ~~Agency's~~ *O* affairs, it is likewise true that comparatively little is known about this function and the ~~organization~~ *element* which has the responsibility for it. ~~Many Agency personnel are not familiar with the various printing services available to them from an established Agency component.~~

~~The Office of Logistics has the responsibility of producing the Agency's printing. It likewise has the responsibility for furnishing advice and assistance to all Agency components on all matters pertaining to printing. These functions are performed by the Printing Services Division, which operates the headquarters printing facilities. These facilities are extremely versatile and can produce any type of printing~~

This document is part of an integrated file. If separated from the file it must be subjected to individual systematic review.

CONFIDENTIAL

~~CONFIDENTIAL~~

reasonable
and photography in any quantity. ~~The Printing Services Division renders technical advice and assistance on all printing problems.~~ The Division reviews requests for printing equipment to be used by other ~~Agency~~ components in order to assist in obtaining the best equipment for the job to be done. Assistance is given on planning printing jobs to assure the most economical and satisfactory job. Large printing programs are carefully planned in advance to assure the best possible results and the most economical use of facilities.

Printing, as referred to here, includes all types of duplicating as well as quality color printing. It includes every type of commercial photography as well as motion picture processing. Mimeograph, ditto, and multilith are included in the duplicating capability while letterpress and all phases of offset make up the printing capability. Type setting capability includes machine (Linotype and Monotype) composition, hand type setting and Varitype and other typewriter-type composing. Press capacity includes a large two-color offset press, various size single color offset and letter presses and a two-color rotary letterpress capable of printing light weight paper at high speeds. Necessary bindery and finishing operations complement these printing capabilities.

The ~~Agency's~~ ~~existing~~ printing facilities exist to service the entire ~~Agency~~ -- headquarters and field. While it is recognized that printing should usually be produced in reasonably close proximity to the point of use, it is also recognized that there are occasions when

This document is part of an integrated file. If separated from the file it must be subjected to individual systematic review.

~~CONFIDENTIAL~~

CONFIDENTIAL

field printing can and, because of the particular circumstances, should be produced by headquarters facilities. Field stations having a need for headquarters printing support should make their needs known to the appropriate area division who in turn should consult with the Printing Services Division.

The productive capacity and technical knowhow of the Printing Services Division are available for the asking to all ^QAgency components.

CONFIDENTIAL

Barbara - ①
For next
issue of Support
Bulletin
CAB

TRANSMITTAL SLIP

DATE 12-5-58

TO:

ROOM NO.

122

BUILDING

East

REMARKS:

Support Bulletin
Articles

FROM:

ROOM NO.

BUILDING

EXTENSION

①

Comptroller FMI
Article

12/12/58

CEB said to use this
if we don't get
enough other articles.